

REVIEW MEETING PROCEDURE

Design review of projects normally occur at regularly scheduled Preservation Board meetings and applications are considered in the order received.

All design review applications shall be reviewed as follows:

- Applicant presents project with all building plans, drawings, pictures, etc.
- Comments are heard from any other interested persons, organizations or legal entities, .
- Staff comments are made, summation is stated by the Board Chair.
- The above procedure may be modified by the concurrence of all parties and the Board.
- The Board shall review the proposed work using information from the site visit and application materials as well as comparing the information with the design review criteria - the *Secretary of the Interior's Standards for Rehabilitation and Maintenance of Historic Properties* or any revised standards or ordinances of the City.
- If the proposed work meets the Standards or other ordinances and is complete as presented, the *Certificate of Appropriateness* is issued. If the proposed work fails to meet the Standards, the *Certificate* is not issued and the Building Dept. will not issue the permit.
- If the alterations would meet the Standards *with modifications*, the *Certificate of Appropriateness* is issued with Conditions of Issuance.

AFTER THE MEETING...

If the **applicant/owner** agrees in writing to comply with the WHPB's recommendations and Conditions for Issuance, the *Certificate* is issued. Should the request for a *Certificate of Appropriateness* be denied or is altered with Conditions of Issuance, the applicant/owner has the right to arbitration. If the applicant/owner disagrees with the denial or conditions, an appeal may be filed with the Community Development Office within 10 days of issuance of the Historic Preservation Board's decision. The appeal must state the grounds upon which the appeal is based. The appeal shall be reviewed by the Wenatchee City Council only on the records of the Historic Preservation Board.

The Historic Preservation Office Staff will:

Issue the WHPB's recommendations, clearly stating the intended modifications and how they meet or fail to meet the Secretary of the Interior's Standards or any City of Wenatchee Ordinances or revised Standards.

Notify the owner/designated agent in writing of the WHPB's decision within a week of the meeting.

Meet with the applicant/owner and execute an agreement regarding Conditions of Issuance.

Obtain the applicant/owner signature on the Conditions of Issuance, provide signed copy

Send the completed application, Board's recommendation, the *Certificate of Appropriateness* (if issued) and any Conditions of Issuance to the Building Department within 30 days after the Board review.

The Building Department will then notify the Historic Preservation Office of their decision regarding issuing the building permit.



HISTORIC PRESERVATION General Rules and Procedures for Design Review

This brochure explains the general design review process for owners of properties listed on the Wenatchee Register of Historic Places

For more information about Design Review, the Special Valuation tax program or other general historic preservation questions, please call the

***Historic Preservation Office
Kris Bassett, Officer
Located at the
Wenatchee Valley Museum
& Culture Center
127 S. Mission
Wenatchee, WA 98801
Telephone: 888-6243***

WHAT IS DESIGN REVIEW?

This is a process by which the Wenatchee Historic Preservation Board reviews any proposed changes to Wenatchee's historic resources.

- Any work done on a property listed on the Wenatchee Register of Historic Places which requires a building permit will need to submit the project plans for the Design Review process and receive a *“Certificate of Appropriateness”* or a waiver of the *Certificate*. This design review process must **precede** applying for or receiving a building permit.
- Work projects may include alterations to historic structures (interior/exterior), new construction within historic districts, change of use, and any demolition of a historic structure.

NOTE: These rules do not apply to ordinary repairs, maintenance issues, including painting, or any emergency measures.

The *“Certificate of Appropriateness”* is the document issued by the Wenatchee Historic Preservation Board (as required and under powers granted to it by City of Wenatchee ordinance).

It is important to address all design issues **BEFORE** your project is reviewed by the Board. Working **EARLY** with the Historic Preservation Officer in the planning of a project requiring full review is critical in assuring that you receive the *Certificate* and avoid delays in obtaining permits.

This review is especially important if the applicant is planning to apply for the Special Valuation property tax program.

TO RECEIVE A “CERTIFICATE OF APPROPRIATENESS”

THE PROPERTY OWNER SHALL:

- **Obtain an application** at the Historic Preservation Office .
- **Meet with the Historic Preservation Office** staff to review the design guidelines, procedures and, if needed, tour property. The Historic Preservation Office staff will schedule a time for the Preservation Board to tour the property.
- **Complete and deliver** the application and any developed building plans to Historic Preservation office no later than 14 days before next Preservation Board meeting.
- **Attend or send** a designated representative to the Preservation Board meeting to present the application.

Upon receiving approval of the project and the *Certificate of Appropriateness*, the owner may apply for a building permit. The owner is also responsible for notifying the Historic Preservation Office of any changes to the building plans.

THE HISTORIC PRESERVATION OFFICE STAFF SHALL:

- Meet with owner to review design guideline procedures and provide assistance completing the application form.
- Tour property with owner.
- Review the application for completeness prior to Board review, then schedule it for the next Board meeting.
- Make arrangements for the Board to tour the property if necessary and send application to Board for review.
- Check off on building plans reviewed by the Board prior submitting to the Building Department

THE WENATCHEE HISTORIC PRESERVATION BOARD SHALL:

- Review the application form and the staff report prior to the meeting
- Visit the property *if necessary*.
- Review application with property owner at a regularly scheduled board meeting.
- Approve or disapprove the application per review meeting procedure.

See **REVIEW MEETING PROCEDURE**

THE WENATCHEE BUILDING DEPARTMENT SHALL:

- Refer any owner of a designated historic property to the Historic Preservation Office before the owner can apply for a building permit.
- Not issue permits until receiving the *Certificate of Appropriateness*.
- Notify the Historic Preservation Office of any known changes to the building plans that might affect the historic elements of the building and not declared on the application.

NOTE: Notification to neighbors of the property being reviewed is not required.

The Wenatchee Historic Preservation Board meets monthly on the 3rd Thursday of the month at 5:30 p.m.
Call the Historic Preservation Office at 888-6243 to confirm the date, time and location of meetings.

The **Historic Preservation Ordinance #3048** is available on line at www.wenatcheewa.gov

General Information for Building & Planning Departments - 888-3262